

DISTRICT COURT, PATHANAMTHITTA

No.JS-I -6926/2026

Dated: 08.09.2026

OFFICIAL MEMORANDUM

Sub:- Promotion/ by transfer appointment to the post of Confidential Assistant Gr.II - Application from qualified hands in the category of Typists – Called for -Reg:

Ref: Rule 5 (17) of Kerala Judicial Ministerial Subordinate Service Rules, 2024.

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Under mentioned officers are requested to furnish the list of qualified Typists for appointment by transfer to the post of Confidential Assistant Gr.II after verifying their service records. Willingness of the incumbents shall also be obtained and forwarded along with the list. The details in the proforma attached, shall reach this office on or before 16.09.2026.

The applicants may be informed that they shall attend a proficiency test in short hand to assess their suitability for appointment to the above post.

(By Order)



SHERISTADAR (I/C)

To

1. The Additional District & Sessions Judge-I/II/III/IV, Pathanamthitta.
2. The Judge, Family Court Pathanamthitta/Thiruvalla/Adoor.
3. The MACT, Pathanamthitta.
4. The Sub Judge, Pathanamthitta/ Thiruvalla.
5. The Munsiff, Pathanamthitta/Adoor/Thiruvalla/Ranny.
6. The Nyayadhikari, Gram Nyayalaya Pandalam/Ranny.
7. The Sheristadar, JS-II, SSO (for uploading in the official website of the District Court, Pathanamthitta) Central Nazir and D1 Section, District Court, Pathanamthitta.
8. Copy circulated among the Typists of this office.
9. Stock File/File.

SERVICE DETAILS OF QUALIFIED TYPIST

Office: _____

Sl.No	Name & Designation	Qualification		Date of Birth	Date of 1 st Appointment in Govt. Service (Date of advice)	Date of commencement of continuous service (Date of joining duty)	Date of appointment to the present post in this District	Remarks
		General	Special					
1	2	3		4	5	6	7	8
1.								
2.								
3.								
4.								
5.								
6.								